

PERSON SPECIFICATION

Job Title: Accommodation Liaison Student

Department: Residential Services

Person specification prepared by: Catherine Robertson and Alison Pratt

Date: 12 January 2009

Reviewed: 17 January 2012

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<ul style="list-style-type: none"> • Dealing with/relating to students or other young people in an educational, guidance or social capacity 	<ul style="list-style-type: none"> • Good understanding of the University's systems and services 	Application/CV or Interview
<u>Education & Training</u>	<ul style="list-style-type: none"> • Good general education to higher level or equivalent • Applicant must be studying full time at Stirling and remain registered 	<ul style="list-style-type: none"> • Supervisory experience • Good negotiating skills • Effective motivational skills 	Application/CV or Interview
<u>Knowledge & Skills</u>	<ul style="list-style-type: none"> • Employment or voluntary work experience • Excellent verbal and written communication skills • Ability to listen to and establish a rapport with students • Ability to manage time effectively 	<ul style="list-style-type: none"> • First Aid qualification • Basic knowledge of fire safety and crime prevention • Experience of report writing • Knowledge of university welfare support and or others • Experience of cash handling 	Application/CV or Interview
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Balanced, mature and non judgemental • Excellent interpersonal skills • Good teamwork skills • Good organisational skills • Proven ability to balance personal, professional and social commitments • Ability to exert discipline • Resilient and able to remain calm under pressure 		Application/CV or Interview

Please note that the interview process will include a 5 minute presentation and interview.